

Student Records Kept by Teachers at Teacher Expense (Cf. JR et seq.)

Teaching staff members who maintain and compile student records for their personal use are cautioned not to include in said files any material which is prohibited by these rules or board policy. Each said employee is held responsible for the security of any such student personnel files and records under his/her custody against inspection or copying by unauthorized individuals.

Student records kept by certified employees will be kept in a secure place. Each employee shall periodically screen said records and destroy obsolete material.

Records kept by certified employees at their own expense shall not be made available to the public, other students or employees of the district unless the student is the subject of a legitimate discussion by certified school personnel in the performance of their duty.

Employee Personnel Files Kept by the District at District Expense

Personnel files kept by the district concerning district employees shall be under the custodianship of the appropriate building principal and/or the superintendent. All employees have the right to inspect their files upon proper notice.

Request for release of any personnel record that is a public record to a third party shall be made in writing and submitted to the appropriate supervisor or record custodian for disposition as required by law.

Personnel files maintained by the district at district expense pertaining to district employees are not public records and must not be made available to the general public unless required by law.

The Board of Education shall appoint a Freedom of Information Officer in accordance with K.S.A. 75-4317 through 75-4320a.

APPROVED: December 13, 1982

AMENDED: November 13, 2000

REVIEWED AND APPROVED: February 13, 2012